

## **MEETING POSTING and AGENDA**

### **Public Works Initiative Committee**

**Thursday, May 26<sup>th</sup> at 7:00 p.m.  
Conference Room B, Millennium School  
23 Depot Street, Westford, MA**

- I. Administrative:
  - a. Appoint meeting secretary
  - b. Open Forum
  - c. Schedule future meetings
  
- II. Next Steps:
  - a. Status/discussion of municipal building classification: Discuss a memo to the committee from Valerie Wormell addressing how buildings are classified, use of the State Building Code, and working with the PTBC on the development of a use rating system/ spreadsheet for Westford.
  - b. PWI web site: Discussion/exhibits of progress to date.
  - c. Energy Committee: Discuss attendance and items to discuss with the Energy Committee at their 6/6 meeting.
  - d. Quarterly Report: Discuss timing and content of our quarterly report which is due in June.
  - e. Meeting with Town department heads: Discuss feedback from 5/18 meeting and approach for 6/1 meeting.
  - f. Discuss and decide on essential information that the committee needs from departments, e.g. contracts, facilities, operations, equipment, personnel, etc.
  
- III. Review action items for next meeting.
  
- IV. Adjourn.